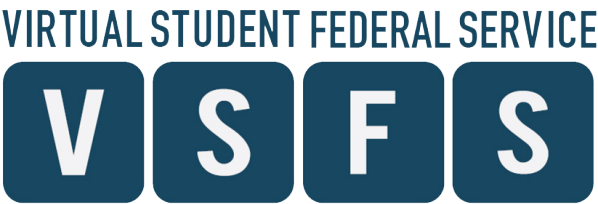


Position Description Document Update



Project Title	Position Description Document Update
Project Summary	Convert .pdf documents into MS Word documents; update formatting; proofread for clarity and consistency.
Country	United States

Project Description

Busy office is seeking assistance with a project to update a few hundred position description (PD) documents. Documents in .pdf format need to be converted or re-typed into MS Word format. Documents will require reformatting and minor editing. Additionally, this person may be asked to proof newly drafted PDs for grammar, clarity and consistency. Skills using MS Word, Adobe Acrobat, and MS Excel required. Additionally, we need writing and editing skills and attention to detail.

Required Skills or Interests

Skill(s)
Editing and proofreading
Writing

Additional Information

You will be working with a team of three Human Resource Specialists who are tasked with updating hundreds of Position Descriptions for the Bureau of Consular Affairs (CA). CA currently utilizes 900+ active PDs for 3000+ positions.

Language Requirements

None